

**Minutes**  
**Nevada State Emergency Response Commission (SERC)**

**Policy Committee**

Professional Engineers and Land Surveyor's State Board Room  
1755 E. Plumb Lane, Suite 130  
Reno, NV

March 9, 2007

**Members Present**

Jim O'Brien, Chair (teleconferenced)  
Larry Farr  
Jim Reagan

**Members Absent**

Tom Porta

**Staff**

Karen Kennard  
Suzanne Adam  
Samantha Ladich

**I. Call to Order**

Jim O'Brien called the meeting to order at 9:06 a.m.

**II. Introductions**

Karen Kennard took roll call. A quorum was present.

**III. \*Approval of October 10, 2006 meeting minutes**

Jim Reagan made a motion to approve the October 10, 2006 meeting minutes.  
Larry Farr seconded the motion which was approved unanimously.

**IV. Old Business**

**A. \*Discussion/Recommendation on possible development of policy to establish criteria to determine state agency eligibility to receive grant funds from the SERC**

Ms. Kennard advised this issue was proposed by not only this Committee but also by other SERC committees to see if SERC wanted to add requirements for state agencies to receive grant awards to SERC policy. The Policy Committee discussed this issue at its last meeting.

Ms. Kennard advised if there are going to be additional policies, it would be beneficial to have them in place prior to the next United We Stand (UWS) grant funding cycle.

A discussion ensued about the proposed changes to Policy 8.2a, with reference to sections B. and C. The proposed changes for state agency eligibility include

but are not limited to: Agency head to prioritize and sign application, Certified Assurance form and award; agency to identify its role in emergency response plans; and if applicable, agency must complete Level of Response Questionnaire.

Mr. Reagan made a motion to recommend approval of proposed Policy 8.2a with the following changes: Section B. 2.b., replace the word “response” with “plan”: Change section C to read “The following evaluation factors must be addressed by the applicant and will be used by the SERC when considering funding of grant applications submitted pursuant to this policy:” Also in section C, delete the word “potential” and add “mitigation” to number 1, and add “and mitigation” to number 2. Mr. Farr seconded the motion which was approved unanimously.

## **V. New Business**

### **A. \*Discussion/Recommendation on possible revision to SERC Policy 8.6, “Reporting,” regarding procedures**

Ms. Kennard stated the language in SERC Policy 8.6 under Procedures is redundant since this reporting is already stated in the individual policies. There were procedures listed but only for part of this particular policy. Ms. Kennard advised it would be better to refer to the initial policies that make up those procedures.

Mr. Farr made a motion to recommend approval of proposed changes to SERC Policy 8.6, deleting the paragraph under the Procedures section and replacing it with “Procedures stated in the specific policies are to be followed.” Mr. Reagan seconded the motion which was approved unanimously.

### **B. \*Discussion/Recommendation on possible revision to SERC Policy 8.1, “Hazardous Materials Response Plan and Exercises,” regarding requirement to report on an exercise or incident within 60 days**

Ms. Kennard advised there are LEPCs that do not submit a report on their exercise within 60 days. She raised the question of how LEPCs come into compliance once the 60 days have passed. A discussion ensued.

The Committee recommended this issue be reviewed by the Planning and Training Subcommittee.

### ***Item A. of Old Business was revisited***

A discussion ensued about the need to add state eligibility requirements to SERC Policy 8.2.

Mr. Reagan made a motion to recommend to SERC changes to SERC Policy 8.2 as follows: Add a section B 1. and 2. to the Policy section including language from Policy 8.2a and the following criteria as discussed in the Policy Committee meeting on October 10, 2006: Participate in an emergency plan exercise annually; allow up to 20% of available funds for state agencies; and require participation in a LEPC and/or attendance at SERC meetings. Mr. Farr seconded the motion which was approved unanimously.

**VI. Public Comment**

There was no public comment.

**VII. \*Adjournment**

Mr. Farr made a motion the meeting be adjourned at 10:25 a.m.